

Statewide Automated Victim Information and Notification
(SAVIN) Programs
FY 2007 Grant Application – Category I: Implementation
Program Narrative

State of North Dakota
December 21, 2006

Statement of Problem and Project Strategy

North Dakota Century Code Chapters 12.1-34 and 12.1-35 outline the responsibilities of the entities responsible for providing victim information and notification. Depending on the step in the judicial process, different agencies are involved. Law enforcement agencies have responsibilities for providing non-confidential information regarding investigations and arrests. State's attorneys have responsibility for providing information regarding criminal charges, pre-trial release conditions, court proceedings and final disposition. The custodial authorities, including the Department of Corrections and 27 jails in North Dakota, are responsible for providing information regarding release from custody. Although the courts have no direct responsibility to provide information, their case management systems holds much of the information that a victim notification system requires.

Because of the large number of agencies involved, victim notification services are not provided in a consistent manner. The Department of Corrections has a Crime Victim Coordinator in the Parole and Probation Division, but for the most part local agencies do not have dedicated staff. In addition, because of the rural nature of the state, many local jurisdictions have small staffs and limited technology. Only five of the 53 state's attorneys have automated case management systems. Likewise only the largest of the 27 jails operate automated jail management systems so it is difficult to get information about those incarcerated in or released from local jails.

Since a variety of events can trigger notification, it is imperative to create an electronic system that allows these events to be transmitted and shared among state and local agencies, courts and victims.

Project Strategy

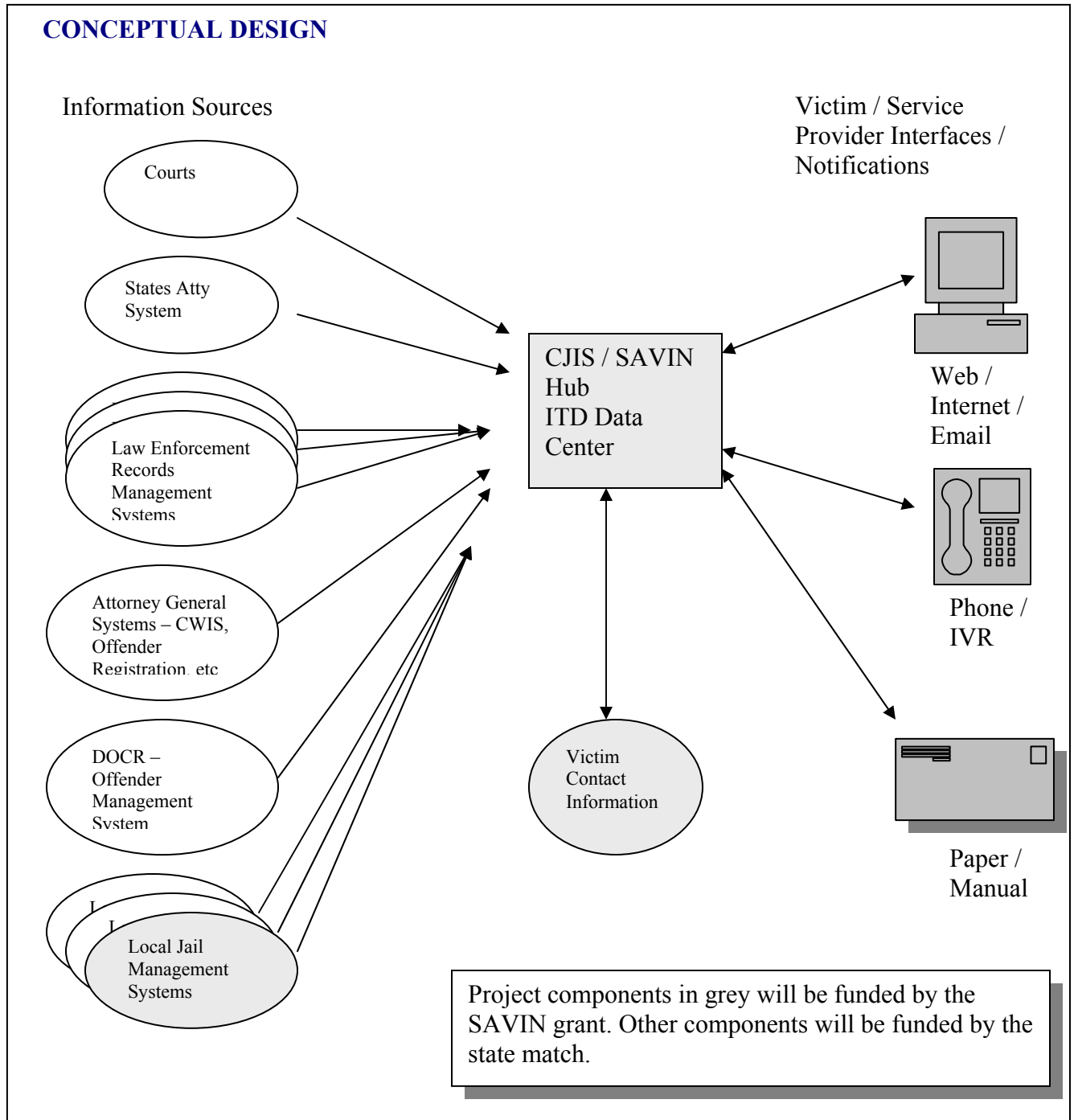
North Dakota plans to establish a Statewide Automated Victim Information and Notification (SAVIN) system that provides victims of crime real time notification of criminal justice events relating to their case and the status of the accused/offender throughout the criminal justice process. The parties responsible for victim notification and stakeholders in the process recognize that a comprehensive system can only be achieved through a collaborative and coordinated effort. Because North Dakota has already had success with sharing information through the Criminal Justice Information Sharing (CJIS) program, the governance structure and technology will be leveraged for the SAVIN system.

With this grant, web-based and interactive voice response (IVR) notification services will be developed. The Global Justice Extensible Markup Language (XML) Data Model (GJXDM) will be used as the basis for data exchanges. Exchanges with the courts, local law enforcement, states attorney and jail management systems will be developed. In addition, a low cost solution for automating records for jails will be developed so that they can share data real time with other stakeholders and victims.

Standard processes will be developed and stakeholders will be trained in the system capabilities. In addition, promotional and training materials will be developed to ensure system adoption. North Dakota will provide victim notification via the internet and a web browser or email and/or IVR telecommunication as selected by the victim.

Project Design and Implementation

CONCEPTUAL DESIGN



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The goal of this project is to provide a statewide automated victim information and notification program. To meet the goal the project has the following objectives and activities:

1. Implement a governance structure and formal agreements among the agencies involved. The governance structure will include, at a minimum, representatives from the Judicial Branch, the Criminal Justice Information Sharing (CJIS) program, the Department of Corrections and Rehabilitation (DOCR), the Attorney General's Office (AGO), a local law enforcement official, a state's attorney, a victim's advocate and a crime victim. (1 month) Responsible entity: CJIS
2. Design and implement the SAVIN system to meet the needs of key stakeholders. Convene an Advisory Group of stakeholders. The primary responsibilities of the team are:
 1. Define system requirements and operating parameters. (3 months)
 2. Provide project oversight throughout the development of the SAVIN. (On-going)
 3. Document consistent data exchange and victim notification processes. (3 months)
 4. Establish training and outreach programs to ensure that each constituency is familiar with the capabilities and use of the SAVIN system. (3 months)
 5. Responsible entity: DOCR
3. Design, develop and implement the SAVIN system in accordance with the SAVIN team specification and in compliance with state and national standards for

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information exchange within the criminal justice arena (GJXDM). (18 months)

Responsible entity: CJIS

4. Design and implement according to SAVIN technical specification the exchanges necessary to notify the SAVIN system managed by CJIS.
5. Complete the plan to upgrade to Judicial Branch case management system and incorporate requirements for North Dakota's courts to systemically contribute triggering event information to the SAVIN system. (24 months) Responsible entity: Judicial Branch
6. Implement a simple statewide jail management system for jails that are not automated and design and implement changes to the existing DOCR systems that can systemically contribute triggering event information to the SAVIN system. (18 months) Responsible entity: DOCR

Project Timeline

The project will be completed within 24 months. The following table outlines the major activities and high level schedule:

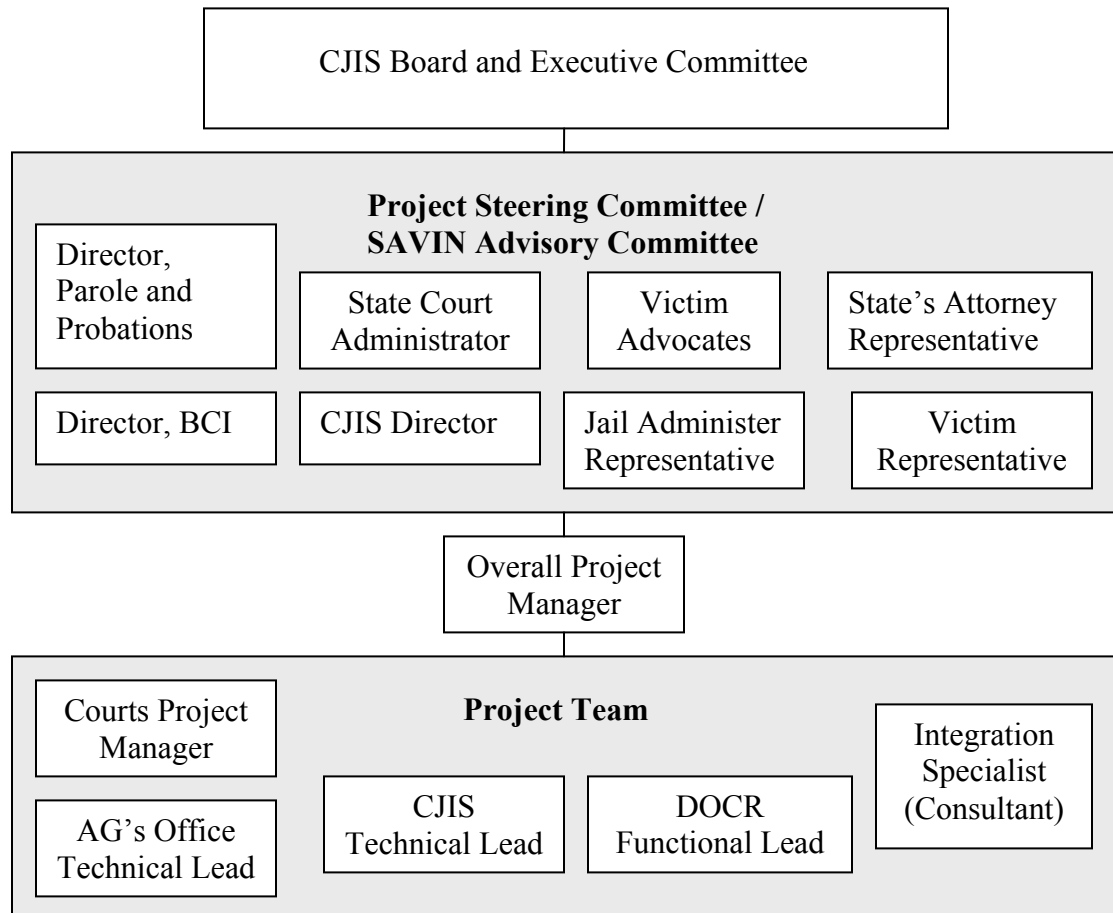
Month from project start	Activity	Responsible organization
1	Establish governance structure. Convene SAVIN Advisory Group	CJIS
1-24	Regular meetings for status reporting and project oversight.	Steering Committee
1-3	Procure project manager and integration consultant	CJIS
3-9	Define functional system requirements and operating parameters.	Consultant
9-14	Develop and test core SAVIN components according to specification.	Consultant
9-12	Establish SAVIN operating environment at ITD Data Center	ITD
5-14	Design and implement a statewide jail management system	DOCR
12-24	Gather requirements and plan new Court system (design	Courts

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	includes functionality needed for SAVIN reporting)	
14-18	Pilot core SAVIN system exchanges	CJIS
18-22	Develop training and outreach program	DOCR
22-24	Deliver training and outreach program	DOCR
24	Begin collecting performance data and monitoring success	CJIS/DOCR

Capabilities/ Competencies

North Dakota recognizes that a strong management structure and staffing resources are a critical success factor to the project. The following diagram depicts the organization structure that will be implemented for the project.



The CJIS Board and Executive Committee are teams already in place to govern the sharing of criminal justice information. The CJIS Board includes the State CIO, the

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Chief Justice and the Chief Deputy State's Attorney. The CJIS Executive Committee includes state agency representatives from the Judicial Branch, the Bureau of Criminal Investigations, the Information Technology Department, the Highway Patrol, the Division of Emergency Management and the Department of Corrections and Rehabilitations. It also includes local representation of one state's attorney, two police chiefs and two sheriffs.

The project steering committee will be made up of the Court Administrator, the Director of Parole and Probation, the CJIS Director, the Director of the Bureau of Criminal Investigations (BCI), two victim advocates, a victim, a jail administrator and a state's attorney. The steering committee will meet monthly and play an active role in project decision-making and oversight. A full-time project manager will be hired as part of the grant funding. The project manager will have deep project management skills and a strong background in managing multi-disciplinary projects.

Responsibility for major project deliverables will be assigned to members of the project team. The CJIS technical lead will be responsible for the design of the technical architecture, technical standards, and implementation of the architecture and integration with existing components. This person will have knowledge of the GJXDM model and have experience designing and building service oriented architectures. The Courts project manager will be responsible for managing the upgrade to the Courts case management system and communicating with others on the SAVIN project team regarding points of integration. A consultant will be hired as an integration specialist to design and build the system as well as develop promotional and training materials.

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It is recognized, that many of the events that trigger a notification are initiated by and through North Dakota's courts (e.g. arraignment, hearings, sentencing, issuance of warrants and protection orders, post conviction relief and appeals, etc.) and the Department of Corrections and Rehabilitation and local jails (e.g. detention and release). A critical success factor, therefore, in establishing a comprehensive system for crime victim notification is to modernize North Dakota's courts so any judicial proceeding that would logically trigger a notification to the crime victim is reported by the court to the SAVIN in a timely and efficient manner. In addition, it is important for DOCR and the local jails to be able to electronically share information about detention and release.

The Department of Corrections and Rehabilitation (DOCR) will play a key role in developing the functional requirements of the system, leading the effort to develop consistent notification processes and directing the training and outreach activities. The DOCR will participate in the North Dakota SAVIN initiative in the following ways:

1. Actively participate on the North Dakota SAVIN team to define system requirements and operating parameters.
2. Lead the effort to develop consistent processes for victim notification and develop policies to maintain security and privacy.
3. Lead the effort to develop documentation and training materials and promote the adoption of the system.
4. Coordinate the efforts to design and develop a statewide jail management system.

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5. Modify DOCR systems to flag triggering events as they occur and establishing the necessary connectivity between the systems to electronically “push” the relevant data elements to the SAVIN system.

The Criminal Justice Information Sharing (CJIS) program within the Information Technology Department is responsible for coordinating statewide justice data sharing initiatives. A shared governance structure and budget is currently in place for other initiatives. Because of the success of managing shared justice initiatives, this organization will be the administering agency for the grant and take the lead in managing the technical activities. CJIS will participate in the North Dakota SAVIN initiative in the following ways:

1. Administer the grant.
2. Coordinate the integration with the CJIS hub.
3. Establish technical standards.
4. Coordinate the technical design activities and oversee the technical implementation.
5. Manage the ongoing technical support.

The Bureau of Criminal Investigations (BCI) within the Attorney General’s office is responsible for maintaining the statewide criminal history and sex offender registration systems. BCI and other staff within the Attorney General’s Office will participate in the grant to implement policies and data exchanges consistent with sex offender registration

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requirements and notification processes. The Attorney General’s Office will participate in the North Dakota SAVIN initiative in the following ways:

1. Coordinate the integration of criminal history records and sex offender information with the SAVIN system.
2. Actively participate on the North Dakota SAVIN team to define system requirements and operating parameters.
3. Lead the effort to develop consistent processes for victim notification regarding sex offenders.
4. Research victim notification legislation and propose changes if needed.
5. Modify AG’s systems to flag triggering events as they occur and establish the necessary connectivity between the systems to electronically “push” the relevant data elements to the SAVIN system.

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The Judicial Branch will participate in the North Dakota SAVIN initiative in the following ways:

1. Actively participate on the North Dakota SAVIN team to define system requirements and operating parameters.
2. Design, develop and implement information systems that comply with the state SAVIN technical specification and national criminal justice information exchanges standards (GJXDM). The Judicial Branch plans to implement a replacement system for its current, outdated Unified Court Information System at a cost of \$4 to \$5 million. They are requesting \$1.2 million for detail planning in the 07-09 biennium. \$500,000 of this funding would be considered matching funds for the SAVIN project.
3. To the extent available with commercial off-the-shelf systems, the new system will be designed to meet the reporting requirements established by the SAVIN team. It is anticipated that the minimum functional interface requirements between the court management system and the SAVIN system will include customizing the court management system to flag triggering events as they occur and establishing the necessary connectivity between the systems to electronically “push” the relevant data elements to the SAVIN system.

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Budget and Staffing (10 points) – See Attachment 2.

The following table shows the high level budget for the project. Additional detail is found in Attachment 2.

Budget Category	Total	In Kind Match	Federal Dollars
A. Personnel	\$ 172,280	\$ 52,280	\$ 120,000
B. Fringe Benefits	\$ 66,913	\$ 40,673	\$ 26,240
C. Travel	\$ 3,947	\$ 3,947	\$ -
D. Equipment	\$ 24,160	\$ 4,160	\$ 20,000
E. Supplies	\$ 7,678	\$ 7,678	\$ -
F. Construction	\$ -	\$ -	\$ -
G. Consultants/Contracts	\$ 2,627,070	\$ 1,364,990	\$ 1,262,080
H. Other	\$ 600	\$ 600	\$ -
Total Direct Costs	\$ 2,902,648	\$ 1,474,328	\$ 1,428,320
I. Indirect Costs	\$ -		
TOTAL PROJECT COSTS	\$ 2,902,648	\$ 1,474,328	\$ 1,428,320
Federal Request	\$ 1,428,320		
Non-Federal Amount	\$ 1,474,328		
		\$ 1.03 for every federal dollar	

Impact / Outcomes, Evaluation, and Sustainment

With the implementation of the various SAVIN projects North Dakota will have a statewide automated victim information and notification program that will allow future users to participate as they upgrade their own electronic systems.

Any event, from initial appearance, protection order and final disposition that occurs within the court system, whether misdemeanor or felony, will be accessible to other state criminal justice agencies, local law enforcement and victims. Law enforcement activities that begin with arrest, notice to appear or warrants will be accessible to the courts and other criminal justice agencies. Crime victims will be able to

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receive information and notification of all criminal justice events that pertain to them so that they can fully participate in a criminal case as mandated by North Dakota statutes.

Victims will be able to sign up via the internet, written notice or telephone.

Future opportunities for participation are unlimited for all authorized users. Any criminal justice practitioner who has authorized access can be added to the system in the future by connecting to the CJIS hub / SAVIN system.

Evaluation and Performance Measures

All evaluation and performance measures will be incorporated into the SAVIN design and plan and any additional North Dakota-specific measures will be discussed and added by the SAVIN Advisory Group. The Advisory Group will use the statistics to recommend modifications to the SAVIN design and plan as necessary. The DOCR and CJIS will establish baseline measures and report the following statistics to the SAVIN Advisory Group:

OUTPUTS

- a. Number of transaction types
- b. Number of agencies participating
- c. Number of subscriber notifications
- d. Number of subscribers enrolled

OUTCOMES

- a. Percentage of notifications that meet notification time standards (based on state standards).
- b. Percentage of victims of felony cases served by notification systems (based on state standards).

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DATA TO BE COLLECTED

- a. Number of transaction types
- b. Number of monthly notification for each transaction type
- c. Number of notifications that meet time standards
- d. Number of subscribers enrolled
- e. Number of subscribers served by month
- f. Number of victims served by felony notifications
- g. Total number of felony victims
- h. Number of modifications made via:
 - i. Web portal
 - ii. Toll-free number
 - iii. Instant victim notification
 - iv. Email and other

Ongoing operations

State and local agencies will fund the ongoing SAVIN data sharing activities through their regular appropriations. Users of the statewide jail management system will be charged a fee to cover ongoing costs for the system. The costs to maintain the notifications front-end will be covered by the CJIS budget through a shared funding model. Monitoring of program objectives and decision-making regarding future enhancements and support will be provided through a shared governance structure involving CJIS and the SAVIN Advisory Committee.